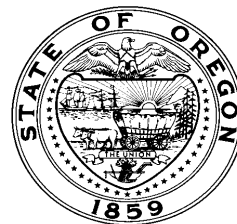




STANDARDS OF APPRENTICESHIP
Adopted by



LU 112 - NECA ELECTRICAL APPRENTICESHIP COMMITTEE

(sponsor)

<u>Skilled Occupational Objective(s):</u>	<u>DOT #</u>	<u>Term</u>
CONSTRUCTION ELECTRICIAN	824.261-010	8000 HOURS
LOW ENERGY/SOUND & COMMUNICATION	829.281-022	4800 HOURS
RESIDENTIAL ELECTRICIAN	824.261-010	4000 HOURS



APPROVED BY the
Washington State Apprenticeship and Training Council (WSATC) and Recognized
by the Oregon State Apprenticeship and Training Council (OSATC)) under the
Terms and Conditions of the Reciprocal Agreement

REGISTERED WITH the
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

APRIL 19, 1984

Initial Approval

JULY 16, 2004

Standards Amended

APRIL 16, 2004

Committee Amended

Standards Initially Recognized by OSATC:

Revised Standards Recognized by OSATC

LAWRENCE CROW

By: Chair, WSATC

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By: Secretary, WSATC

By: Chair, OSATC

By: Secretary, OSATC

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The science of electricity is constantly changing and expanding. With this increasing knowledge, the Electrical Industry has expanded from nothing to the third largest industry in the United States in less than one century. This rapid expansion means that the electrical apprentice must be given a sound basic training in the knowledge of the trade, supplemented by sufficient instruction in the theories of electrical science.

The electrical trade is unique in that it is mechanical, technical and professional. It must select people who have a natural aptitude for using tools and, at the same time, are gifted enough to master the intricacies of electric science, who can and will keep up with the progress of the industry, and master a knowledge of the thousands of installation and maintenance procedures.

The Electrical Industry, by its very nature, places a high degree of personal responsibility on the individual journey-level worker. While supervision is provided on many jobs, the electricians still find themselves called upon constantly to make decisions regarding the best and safest method of installation to produce a given result.

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Electrical installations today have become very complex and a faulty installation can prove extremely expensive and hazardous. Much of the important work is hidden from view when the job is completed, and a defect in this hidden work can cause property damage and endanger human life. The modern journey-level worker takes pride in the appearance of his/her work, as well as in the technical correctness and structural soundness.

The Apprenticeship Committee has dedicated its time to develop an efficient program of apprenticeship so that the apprentice of today, through a systematic program of schooling and on-the-job training, can become the qualified all-around journey-level worker of tomorrow. The degree of success that the Apprenticeship Committee has in its operation will depend entirely upon the willingness of the various segments of the Electrical Industry in the area to cooperate in this type of joint activity.

All functions of the Apprenticeship Committee shall be on the basis of non-profit endeavor for the good and welfare of apprenticeship and training for the industry and for the best interest of the apprentice, management, labor and the public.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area which these Standards cover shall be the following counties in Washington: Asotin, Benton, Columbia, Franklin, Garfield, Walla Walla, Yakima, and Kittitas.

These standards shall also cover Baker, Gilliam, Grant, Morrow, Umatilla, Union, Wallowa, and Wheeler in the State of Oregon under the terms and conditions of the reciprocal agreement.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

A. Construction Electrician:

- Age: **Be a minimum of 17 years of age at the time of application. Applicants must be a minimum of 18 years of age at the time of selection and registration.**
- Education: **Be at least a high school graduate, or have a GED with a minimum of 250 points, or in lieu of a high school diploma or GED, have a two year Associate degree or higher.**
- Physical: **Applicants selected from the pool must be capable of performing the work of the electrical construction trade.**
- Testing: **Applicants must qualify for interview by obtaining a qualifying score, using the electrical trade's aptitude test developed and validated by the American Institute for Research**
- Other: **Must have completed one year of high school algebra, integrated math 2, or equivalent post-high school algebra course(s) with a C or better, or submit equivalent math placement test scores.**

B. Low Energy/Sound & Communications Technician:

- Age: **Be a minimum of 17 years of age at the time of application. Applicants must be a minimum of 18 years of age at the time of selection and registration.**
- Education: **Be at least a high school graduate, or have a GED with a minimum of 250 points, or in lieu of a high school diploma or GED, have a two year Associate degree or higher.**
- Physical: **Applicants selected from the pool must be capable of performing the work of the electrical construction trade.**
- Testing: **Applicants must qualify for interview by obtaining a qualifying score, using the electrical trade's aptitude test developed and validated by the American Institute for Research**

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Other: **Must have completed one year of high school algebra, integrated math 2, or equivalent post-high school algebra course(s) with a C or better, or submit equivalent math placement test scores.**

C. Residential Electrician:

Age: **Be a minimum of 17 years of age at the time of application. Applicants must be a minimum of 18 years of age at the time of selection and registration.**

Education: **Be at least a high school graduate, or have a GED with a minimum of 250 points, or in lieu of a high school diploma or GED, have a two year Associate degree or higher.**

Physical: **Applicants selected from the pool must be capable of performing the work of the electrical construction trade.**

Testing: **Applicants must qualify for interview by obtaining a qualifying score, using the electrical trade's aptitude test developed and validated by the American Institute for Research**

Other: **Must have completed one year of high school algebra, integrated math 2, or equivalent post-high school algebra course(s) with a C or better, or submit equivalent math placement test scores.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

1. Application Notice and Schedule:

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- a. The Committee will accept applications on a year-round basis, on dates and times specified by the Committee.
- b. Application information will be disseminated according to the Committee's affirmative action plan at least semi-annually. Information will:
 - (1) Include the dates, times, and location applications will be accepted.
 - (2) List the minimum qualifications for the program, supporting documentation required and applicable time lines.
 - (3) Provide a general description and duties of the occupation.

2. Application Process:

- a. Applications will be provided to all interested individuals at:

LU112 Electrical Training Trust
8340 W. Gage Blvd.
Kennewick, WA 99336
The first and third Tuesday of each month, from 8:00 am to 11:00 am.
- b. Individuals must apply in person; applications must be completed and returned on-site.
- c. Prior to receiving an application, each applicant's name will be entered in the "Applicant Log" which will identify all applicants by a log number corresponding to the application number.
- d. Applicants will indicate at the time of application whether they are applying for the Inside, Residential Electrician, and/or Low Energy/Sound & Communication program(s).
- e. All supporting documentation must be submitted by the specified deadline.

3. Verification of minimum qualifications:

All applications and supporting documentation will be reviewed for minimum qualifications.

4. Non-qualified applicants:

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Applicants who do not meet the minimum qualifications will be notified in writing; notification will include the reason for rejection, the requirements for admission to the eligibility pool, and the appeal rights available to the applicant.

5. Aptitude Test:

- a. All qualifying applicants will be scheduled to take the NJATC aptitude test.
- b. Applicants must meet a minimum of qualifying score to be eligible for an interview.

6. Pool of eligible applicants:

- a. Qualifying applications will be scored and ranked using an interview system; all applicants will be asked the same questions.
- b. These individuals will be placed in a pool of eligible applicants and retained on an active list for a period of 2 years.
- c. Individuals may be removed from the pool at an earlier date by their request or by failing to respond to the Committee when notified.
- d. It shall be the responsibility of the applicant to notify the Committee of any change of address.

7. Placement:

- a. Whenever possible, all current apprentices will be employed before new applicants are hired.
- b. Applicants will be offered employment based on the order of their rank in the pool of eligibles.
- c. If an individual fails to respond to an apprentice job assignment provided through the placement process, the individual will be removed from the pool.
- d. Applicants being accepted into the program will be required to take and pass a pre-employment urinalysis drug-screening test before being registered. Expense of the drug test will be paid by the JATC.
- e. Failure to pass a random drug and/or alcohol test during the probationary period will result in immediate cancellation of the apprenticeship agreement and immediate termination from the

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employer. The JATC has a zero tolerance policy regarding drug and/or alcohol use. Committee appearance is not allowed under these circumstances. Apprentices are required to maintain compliance with the electrical industry drug free workplace program.

8. Individuals may enter the pool of qualified applicants by any of the following means stated below. Every individual selected for the apprenticeship shall come from this established pool.
 - a. Individuals who can show that they meet the conditions listed below, after making application for apprenticeship, will be afforded an oral interview by the JATC. Once interviewed, an applicant shall remain active in the Apprentice Application Record Book, subject to selection, for a period of two (2) calendar years from the date of interview. To be interviewed, applicants must:
 - (1) Be a minimum of 17 years of age at the time of application. Applicants must be a minimum of 18 years of age at the time of selection and registration.
 - (2) Complete an application form. (An application fee is payable at the time of application.)
 - (3) Show evidence of qualifying math requirement for the program you are applying for.
 - (4) Be at least a high school graduate, or have a GED with a minimum of 250 points, or in lieu of a high school diploma or GED, have a two year Associate Degree or higher.
 - (5) Provide an official transcript for high school (year or years completed) and post high school education and training. All GED records must be submitted if applicable.
 - (6) Submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
 - (7) Submit a copy of birth certificate.
 - (8) Qualify for interview by obtaining a qualifying score of "5" or better, using the electrical trade's aptitude test developed and validated by the American Institutes for Research.
 - (9) Possess and maintain a valid drivers license.

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(10) Applicants have 30 days from the date of application to meet the above requirements.

- 9. In lieu of items in Section III.A.8.a.(3), (4), and (8), individuals who can verify (by providing verifiable documenting evidence) that they have worked a minimum of four thousand (4,000) hours in the electrical construction trade, will qualify for an oral interview by the JATC to be considered along with other qualified applicants.**

The individual must provide to the JATC proper documentation that defines their experience in the electrical construction industry. This documentation must be comprised of official documents from the appropriate state or federal agencies. The JATC will examine all documentation submitted before qualification is acknowledged. The JATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate. An absolute minimum of four thousand (4,000) hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification. (Note: meeting this qualification allows the applicant to be interviewed during the normal interview selection process - this is NOT a form of direct entry.

- 10. In lieu of items in Section III.A.8.a.(3), (4), (7), and (8), individuals who have worked a minimum of four thousand (4,000) hours as a Residential Wireman under an IBEW/NECA local Collective Bargaining Agreement, will qualify for an oral interview by the JATC to be considered along with other qualified applicants.**

a. All available Residential Electrical Apprenticeship records will be provided to the JATC. (Note: meeting this qualification allows the applicant to be interviewed during the normal interview selection process - this is NOT a form of direct entry.

b. Such individuals entering the program with an IBEW Residential Wireman classification will be awarded a minimum of thirty-five hundred (3,500) hours credit toward their hours of OJT required under these standards. The individual who has completed the two year IBEW/NECA residential training program will also be allowed to challenge the first two years of related training and if successful will be credited those years, otherwise, if selected, they will be properly evaluated and placed in the appropriate year of related training.

- 11. In lieu of items in Section III.A.8.a.(3), (4), and (8), individuals previously registered in a properly registered electrical construction apprenticeship program not sponsored by IBEW/NECA, will qualify for an oral interview**

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by the JATC to be considered along with other qualified applicants provided:

- a. They have completed at least three (3) years of the non-joint apprenticeship program's related classroom instruction and acquired a minimum of forty-five hundred (4,500) hours of on-the-job training experience in the commercial and/or industrial area.
- b. They have provided the JATC with official documentation pertaining to their participation in the non IBEW/NECA electrical construction program. An official copy of all records established and information submitted shall be provided to the JATC, including a copy of the apprenticeship agreement properly registered by the appropriate Registration Agency. The JATC will examine all documentation to ensure that the individual meets the necessary qualifications.

If all provisions stated in paragraphs (a) and (b) are not met, the individual must meet all qualifications stipulated in Section III.A.8. (Note: meeting this qualification allows the applicant to be interviewed during the normal interview selection process - this is NOT a form of direct entry.

12. EXCEPTIONS:

- a. An employee of a non-signatory employer not qualifying as a journey-level worker when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means (see Section X), and registered at the appropriate period of apprenticeship based on work experience and related training. (Note: this is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.) For such applicants to be considered, they must:
 - (1) Complete an application form.
 - (2) Provide an official transcript for high school and post high school education and training.
 - (3) Provide the JATC with verifiable documentation and see adequate verification to substantiate previous employment and experience.
 - (4) Be deserving of advanced standing, based upon evaluation by the JATC.

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- (5) Provide official documentation to show that they were an employee performing electrical work prior to the employer becoming signatory.**
- b. An individual who signs an authorization card during an organizing effort - wherein fifty percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory - and is an employee of the non-signatory employer and does not qualify as a journey-level worker, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. (Note: this is a method of direct entry into the apprenticeship program. When registered, individuals entering through this method must be employed by participating employers.) For such applicants to be considered, they must:**
 - (1) Be employed in the JATC's jurisdiction when the authorization card was signed.**
 - (2) All employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated.**
 - (3) Complete an application form.**
 - (4) Provide an official transcript for high school and post high school education and training.**
 - (5) Provide official documentation to show that they were an employee performing electrical work prior to signing the authorization card.**
 - (6) Be deserving of advanced standing based upon evaluation by the JATC.**

The JATC will require reliable documentation and seek adequate verification to substantiate previous employment and experience.

- c. Transfer of Apprenticeship - Direct Entry. In order to transfer an apprenticeship agreement between two local IBEW/NECA JATC's having a registered inside apprenticeship program; the following requirements must be met.**
- (1) The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.**

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- (2) The apprentice's sponsoring JATC must agree to the transfer.**
- (3) The receiving JATC must agree to accept the transfer.**
- (4) The parent organizations of both JATC's (the two NECA Chapters and the two IBEW Local Unions) must agree to the transfer.**
- (5) The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.**
- (6) The transferring apprentice must:**
 - (a) Complete an application form.**
 - (b) Provide to the JATC documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement-properly registered with Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files and shall be maintained in the same manner as other records are.**
 - (c) Take the same aptitude test required of all other applicants (if they have not already done so.)**
 - (d) Upon being accepted by the receiving JATC, the apprentice's existing apprenticeship agreement shall be terminated.**
 - (e) Registration proceedings shall be initiated with the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.**

Those accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while registered in an IBEW/NECA inside apprenticeship program.

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- d. **(Direct Entry) Registered Native Americans who have secured work under a TERO Project may receive direct entry into apprenticeship provided:**

- (1) The employer is an approved training agent of these standards.**
- (2) The applicant has met the minimum qualifications.**

- 13. All applicants (including direct entry) must provide the documentation specified to complete their application. Regardless of how one qualifies for apprenticeship, following selection, but prior to registration, ALL individuals being offered an apprenticeship must complete.**

B. Equal Employment Opportunity Plan:

The Apprenticeship Committee has pledged that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. In order to promote equality of opportunity, the Apprenticeship Committee hereby pledges to take affirmative action to encourage minorities and women to complete the apprenticeship application and enter into the eligibility pool.

- 1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.**
- 3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's Sponsor(s).**
- 4. Engage in any other such action to insure that recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex.**

C. Apprentice applicant appeals procedure:

- 1. An Appeals Committee is hereby established, composed of one member appointed by Labor, one member appointed by management and a public member appointed by both these members.**

Each organization shall appoint its own representative on the Appeals Committee in such manner, as it desires except that no member of the Apprenticeship Committee may serve on the Appeals Committee.

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- 2. Where an Appeals Committee exists under an established referral procedure and it is of this type, it shall be used for this purpose.**
- 3. Management and labor shall mutually agree to and select the public member of the Appeals Committee.**
- 4. The authority of the Appeals Committee shall be limited to the rendering of decisions on cases involving unjust treatment of applicants for the apprenticeship program in the matter of selection.**
- 5. Any appeal must be filed in writing within fifteen (15) days of the date of notifications of the applicant as to the decision of the Apprenticeship Committee regarding his application.**
- 6. A copy of the appeal shall be filed with the Apprenticeship Committee.**
- 7. The Apprenticeship Committee must file a written answer to the appeal within thirty (30) days of receipt of the copy of the appeal.**
- 8. The Appeals Committee shall consider the written evidence and shall on request grant a hearing.**
- 9. A final decision shall be rendered within thirty (30) days of the date of the filing of the Apprenticeship Committee answer to the appeal from the date of a hearing.**
- 10. Decisions of the Appeals Committee shall be final and binding upon the Apprenticeship Committee.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

- A. The term of training for Construction Electrician Apprentice shall not be less than 8000 hours of employment.**

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- B. The term of training for Low Energy/Sound & Communication Apprentices shall not be less than 4800 hours of employment and may require more than four years to complete in view of possible employment lapses.**
- C. The term of training for Residential Electrician Apprentice shall not be less than 4000 hours of employment and may require more than two years to complete in view of possible employment lapses.**

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
 - Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.
- A. The first 1600 hours of OJT and satisfactory performance in related training up to the completion of the first school year shall constitute the probationary period for Construction Electrician Apprentices. The Low Energy/Sound and Communication Technician Apprentice probationary period shall be the first 960 hours of OJT and the Residential Electrician Apprentice probationary period shall be the first 800 hours of OJT. During this period, the apprenticeship agreement may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellations. Furthermore, the Registration Agency shall be notified of any extension of the probationary period (documenting action taken to address the issue(s) involved)) in lieu of terminating the apprenticeship agreement.**
 - B. During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the probationary period.**
 - C. Applicants awarded advanced standing at the time of registration shall have their demonstrated skill, knowledge, and overall performance evaluated**

during the probationary period. Adjustments, to the assigned period of apprenticeship and/or level of related classroom training may be made during the probationary period, following appropriate reviews and evaluation by the JATC. Such reviews and determinations shall be properly documented and applied equally to all apprentices.

- D. Prior to the end of the probationary period, action must be taken on each probationary apprentice to end the probation, extend probation, or cancel the apprenticeship agreement. All interested parties shall be notified of such action.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

The ratio of apprentices to journey-level workers is as follows:

A. Construction Electrician Apprentice

The overall ratio is 2 apprentices for every 3 journey-level workers or fraction thereof. This ratio can be used on each job, contract or shop in conformance with the Collective Bargaining Agreement.

B. Low Energy/Sound & Communication Apprentice

The overall ratio is 2 apprentices for every 3 journey-level technicians or fraction thereof. This ratio can be used on each job, contract or shop in conformance with the Collective Bargaining Agreement.

C. Residential Electrician Apprentice

Every employer who employs one or more residential journey-level worker steadily may have one residential apprentice and may have an additional residential apprentice for every one additional residential journey-level worker on the job in conformance with the Collective Bargaining Agreement.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

This JATC has established periods of apprenticeship as stipulated below.

Advancements are not automatic. The following requirements must be met:

- **Completion of OJT hour requirement, (Depending on period)**
- **Successful progress and/or completion of related training requirements**
- **All monthly work progress reports turned in on time.**
- **Satisfactory instructor reports**
- **All tuition and book fees must be paid**
- **Satisfactory and current on-the-job training evaluations must be turned into the training center office.**

The apprenticeship committee will review and act on up-rates after the above requirements have been satisfied. Advancement notices will then be mailed to the apprentice and employer.

A. Construction Electrician Apprentice

Step	Percentage of journey-level rate	Min. Accum OJT Hours	+	Related Training Completed
1	45%	0000 - 1000	+	Satisfactory Progress
2	50%	1000 - 2000	+	Satisfactory Progress
3	55%	2000 - 3500	+	Satisfactory Progress
4	65%	3500 - 5000	+	Satisfactory Progress
5	75%	5000 - 6500	+	Satisfactory Progress
6	85%	6500 - 8000	+	Satisfactory Progress

Effective with the first class after June 1, 1999:

Step	Percentage of journey-	OJT Hours
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	level rate	
1	45%	0000 - 1000 hours
2	50%	1000 - 2000 hours
3	55%	2000 - 3500 hours
4	70%	3500 - 5000 hours
5	80%	5000 - 6500 hours
6	90%	6500 - 8000 hours
	95%	8000+ hours w/State License

B. Low Energy/Sound & Communication Technician Apprentice:

Step	Percentage of journey-level rate	Min. Accum OJT Hours	+	Related Training Completed
1	55%	0000 - 0800	+	Satisfactory Progress
2	60%	0801 - 1600	+	Satisfactory Progress
3	65%	1601 - 2400	+	Satisfactory Progress
4	70%	2401 - 3200	+	Satisfactory Progress
5	80%	3201 - 4000	+	Satisfactory Progress
6	85%	4001 - 4800	+	Satisfactory Progress

To be advanced, the apprentice must have satisfactorily completed both

C. Residential Electrician Apprentice:

Step	Percentage of journey-level rate	Min. Accum OJT Hours	+	Related Training Completed
1	50%	0000 - 1000	+	Satisfactory Progress
2	60%	1000 - 2000	+	Satisfactory Progress
3	75%	2000 - 3000	+	Satisfactory Progress
4	90%	3000 - 4000	+	Satisfactory Progress

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

In order that the apprentice may acquire the necessary skills of the trade in its various categories, he/she (as near as possible) shall be provided with employment in these categories with specified amounts of experience required.

All such work shall be performed under the supervision of a journey-level worker. Supervision should not be of such nature as to prevent the development of responsibility and initiative.

At the end of each progression period of employment, the Apprenticeship Committee shall examine the progress of the apprentice on the job and in related instruction. Action must be taken on each apprentice to approve advancement, extend present rating, or cancel his/her registration.

<u>A. Construction Electricians:</u>	<u>Approximate Hours</u>
<u>Residential</u> - wiring of residences, duplexes, and small apartment buildings and necessary shop work preparation.....	1000
<u>Commercial</u> - wiring of public, commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary shop work and preparation	2500
<u>Industrial</u> - wiring of all industrial buildings and equipment, the maintenance, repair and alternation of the same; and the necessary shop work and preparation.....	3000
<u>Specialized Systems</u> - wiring of systems, which include sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television, programmable controllers, and nurse call systems	1500
TOTAL HOURS:	8000

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B. <u>Low Energy/Sound & Communication Apprentices</u>	<u>Approximate Hours</u>
1. Limited energy installations, including: Cables and supports, wire pulling, splices, conduit, flex tray and duct, controls, wiring devices, removal and finish work, stock room and materials, overhead and underground.....	2100
2. Troubleshooting and maintenance	350
3. Occupation-specific applications, including:.....	2350
a. Communication systems, including intercom, data telecommunication, and paging.	
b. Specialized control systems, including HVAC.	
<u>TOTAL HOURS:</u>	4800

NOTE: The Committee realizes that the completion of 4,800 hours of on-the-job training is the ideal, but recognizes that most apprentices will not be able to fulfill the total amount of hours specified in every work process as set forth in this standard. When an apprentice is unable to fulfill the total hours worked in each work process, the committee will evaluate the apprentice's knowledge, skills and abilities and provide appropriate additional related instruction to assure that competency is acquired in each work process. The evaluation and summary of the additional instruction will be noted in the apprentice's file.

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C. <u>Residential Electrician Apprentices:</u>	<u>Approximate Hours</u>
1. Wiring of outlets in a single family residences	1300
2. Wiring of general outlets in multiple family residences	500
3. Wiring of general outlets in apartment building	500
4. Wiring for service connection meters and distribution	300
5. Major appliance installation and service	100
6. Remodeling of residential buildings	500
7. Installation and service on TV and FM antenna systems	50
8. Installation and service of intercom systems	75
9. Installation and service of music systems	75
10. Installation, service and controls of electric heat	500
11. Installation, service and control of air-conditioning	100
TOTAL HOURS:	4000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☐ Supervised field trips
- ☐ Approved training seminars
- ☐ A combination of home study and approved correspondence courses
- ☐ State Community/Technical college
- ☐ Private Technical/Vocational college
- ☒ Training trust
- ☐ Other (specify):

*Minimum RSI hours per year, (see WAC 296-05-305(5))

- 1. Construction Electrician Apprentice200**
- 2. Residential Electrician Apprentice.....150**
- 3. Low Energy/Sound & Communication Apprentice.....150**

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***Note: Hours may be increased to meet changing industry needs.**

Additional Information:

- A. The Apprenticeship Committee shall secure competent instructors who knowledge, experience and ability to teach shall be carefully examined. The qualifications for an instructor shall be in accordance with the State Plan for Vocational Education for trade and industrial instructors. When possible, the instructors shall take such teacher training courses as are available.**
- B. The first year apprentice will be required to complete a formal first aid class, taught by a certified instructor, in addition to the required hours of related instruction. The apprentice will be required to have a valid first aid card in order to complete the program. The time spent in this classroom instruction shall be in addition to the required hours of on-the-job training and other related training.**
- C. The instructors shall give periodic examinations and report the results to the Apprenticeship Committee so that the apprentice's progress may be checked and corrective measures applied where necessary.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

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Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Duties of the Committee:

- a. The groups cooperating in these Standards shall refer all problems pertaining to apprenticeship to the Committee for action and disposal before action is reported to the sponsoring organizations.**
- b. In the event the employer and the employee representatives cannot mutually agree on the administration of the program, any matter in dispute shall be referred to the sponsoring parties for settlement.**
- c. All funds for the operation of the apprenticeship and training program shall be held in a Trust Fund.**
- d. The Committee shall make an annual report to the respective employer/employee organizations covering its work for the preceding year.**
- e. The Committee shall prepare a written policy statement, which sets forth the current rules and regulations for the conduct of the local program. Such a policy statement shall be subject to revision by the Committee.**
- f. The Apprenticeship Committee shall secure such course material and equipment as may be necessary.**

2. Previous Experience:

Candidates with previous experience in the electrical trade can ask for and have such experience evaluated by the Committee. Where such experience warrants it, the Committee will place the apprentice in the appropriate period, and such advance credit shall be subject to review prior to his/her advancement.

3. Advancement of Apprentices:

- a. The JATC shall examine the progress of the apprentice on the job and in related instruction on a regular basis. A performance evaluation form shall be used. The JATC will also receive a monthly OJT training report showing the experience and training in the various work processes.**

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- b. The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each period. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the apprenticeship agreement, with due notice to the apprentice and a reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.

4. Adjustment of Differences: Cancellation of Registration:

- a. The Committee may cancel the Apprenticeship Registration and remove the apprentice from the apprenticeship program for Cause. Such removal by the Committee shall cancel his/her classification of apprentice and his/her opportunity to complete his/her training.
- b. Any apprentice shall have the right to appear before the Committee if the probationary period is completed.
- c. The Apprentice Registration may also be canceled by mutual consent of all parties of the registration.
- d. The Washington State Apprenticeship and Training Council shall be notified of all such cancellations.

5. Complaint Procedure: Refer to WAC 296-05.

6. Certificate of Completion:

- a. At completion of the term of apprenticeship, the Committee shall review and examine the apprentice. If satisfactory in all phases of his/her training, the Committee will so certify to the sponsoring parties. If not satisfactory, the term of apprenticeship may be extended.
- b. The Committee will present the apprentices with a Certificate of Completion. These certificates shall be approved and signed by the officers of the Committee.

7. Safety and Health Training:

- a. The employer shall instruct the apprentice in safe and healthful work practices and shall ensure the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by the Secretary of Labor and under Public Law 91-596, dated December 20, 1970 as amended by Public Law 101-552 dated November 5, 1990, or

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State or local standards that have been found to be at least as effective as the Federal Standards.

- b. While on the job site, it shall be the responsibility of the Employer to provide the apprentice a safe and healthful workplace and conditions of employment, and work assignments that the apprentice can safely perform.
- c. The JATC shall see that all apprentices complete CPR/First Aid training during their apprenticeship. The JATC shall also attempt to see that graduates of its apprenticeship program possess a current CPR/First Aid card. NOTE: This training requires additional classroom hours.

8. Statement of Policy:

The Training Director will act for and under the direction of the Committee in carrying out the terms and conditions as established in the Standards and the published policies of the Apprenticeship Committee.

9. Qualifications of Employers:

- a. An employer who is eligible to train apprentices shall meet the qualifying requirements as set forth below and be able to provide the necessary work experience for training.
- b. An employer is a person, firm or corporation meeting the following qualifications in the judgment of the Apprenticeship Committee.
 - (1) Sufficient knowledge, experience and financial responsibility;
 - (2) Maintain a permanent place of business as a shop, separate from a residence;
 - (3) Are open to the public during normal business hours;
 - (4) Maintain suitable financial status to meet payroll weekly;
 - (5) Employ at least one (1) journey-level worker continuously who is not a member of the immediate family.
 - (6) An agreement for funding for the purpose of maintaining the Apprenticeship and Training Program will be entered into with each employer prior to employer certification as a training agency.

10. Apprentices' Hours & Supervision:

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- a. An apprentice shall be under journey-level supervision at all times. Journey-level workers are not required to constantly watch the apprentice, but are to lay out the work required and permit the apprentice to perform the work on his/her own. Journey-level workers are permitted to leave the immediate work area without being accompanied by the apprentice.
- b. The apprentice's work shall not interfere with attendance at related school instruction classes. Supervision should not be of such a nature as to prevent the development of responsibility and initiative.
- c. The instructors shall give periodic examination and report the results to the Apprenticeship Committee so that the apprentice's progress may be checked and corrective measures applied where necessary.

11. Advancement of Apprentices:

At the end of each period of employment, the Apprenticeship Committee shall examine the progress of the apprentice on the job and in related instruction. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel their registration.

12. Apprenticeship Agreement:

- a. Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant will sign an Apprenticeship Agreement with the JATC. The Apprenticeship Agreement will immediately be submitted to the Registration Agency for approval. These Standards of Apprenticeship, including the Affirmative Action Plan and Selection Procedures, shall be considered a part of the Apprenticeship Agreement.
- b. Prior to signing the apprenticeship agreement, each selected applicant shall be given the opportunity to read and review these Standards, the JATC's written Rules and Policies, the apprenticeship agreement and sections of the CBA that pertains to the Apprenticeship. Selected applicants shall sign an acknowledgment that they have reviewed the documents and are willing to abide by them.

B. Local Apprenticeship Committee Policies

The apprentice will be provided with a copy of written Policies and Procedures and will sign an acknowledgment receipt of the same. This procedure will be

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followed whenever revisions or modifications are made to the Policies and Procedures.

POLICIES & PROCEDURES

FOR THE

**LU 112 - NECA ELECTRICAL
JOINT APPRENTICESHIP AND TRAINING COMMITTEE**

MEMBER OF THE

**WESTERN DIVISION, INLAND EMPIRE CHAPTER
NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION**

AND THE

**LOCAL UNION #112
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS**

**(Revised 1997)
(Updated 04/19/02)**

**Dennis Williamson
Training Director**

INTRODUCTION

As the Electrical Construction Industry improves each day, so strives the Joint Apprenticeship and Training Committee to improve the education and training of the younger generations for the Electrical Construction Industry.

The rules set in these Policies and Procedures are stringent to promote a quality craftsman in the Electrical Construction Industry, and outstanding citizens for the communities. The Electrical Construction Industry is responsible for maintaining the apprenticeship training program and, by the same token, the apprentice has an obligation to the Electrical Construction Industry to conduct themselves in a responsible manner.

As the apprentice is better informed of the apprenticeship program and conscientiously assumes their responsibilities during their apprenticeship, they will be better prepared with the proper skills and knowledge necessary to assume a better position as Journey-level Electrical Worker in the Electrical Construction Industry when they graduate.

Let us strive together as apprentices with Labor and Management to make this industry the best industry in this nation and the world.

J.A.T.C. RESPONSIBILITIES

ARTICLE 10 - PURPOSE OF POLICIES AND PROCEDURES

- 10-1.** The purpose of these policies and procedures is to unify the training program, which covers the jurisdiction of Local Union #112 of the I.B.E.W. and the Inland Empire Chapter of the N.E.C.A. This is a joint venture between Labor and Management to improve the industry through training for the communities and the future generations.
- a.** The J.A.T.C. is authorized to administer and enforce these Apprenticeship Policies and procedures under the guidelines of the Standards registered with the State of Washington, Department of Labor and Industries, Apprenticeship Section.
 - b.** These Standards shall be governed by the Washington State Apprenticeship Act (R.C.W. 49.04) and the Federal Labor Standards (29 CFR 29), which govern employment and training in apprenticeable occupations.

EDUCATIONAL TRAINING REQUIREMENTS

ARTICLE 20 - RESPONSIBILITY OF APPRENTICE

- 20-1.** Apprentices shall be required to attend related educational training a minimum of 200 hours per year for Construction, 150 hours for Residential and 150 for Low Energy Apprenticeship programs.
- 20-2.** Apprentices must be in the classroom with proper educational materials and ready for class by scheduled time of class. Educational materials shall be the total responsibility of each apprentice.
- 20-3.** The responsibility rests solely with the apprentice to complete all lessons and topics missed due to absenteeism to the satisfaction of the class instructor.
- 20-4.** Apprentices who are absent shall state the reason in writing and present it to the Trust Office for action by the J.A.T.C. at the next regular scheduled monthly meeting. Excuse accepted by the J.A.T.C. as being valid will exempt the apprentice from penalties, but not from the required minimum hours per year.
- 20-5.** Any apprentice who fails to return to class following a break or who decides to leave early on their own volition shall be given no credit for that class and marked absent for the entire class.
- 20-6.** Working overtime will be excused by the J.A.T.C. only when the contractor involved notifies the J.A.T.C. (through the Trust Office) at least four (4)

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hours prior to class time to be missed. This does not include scheduled overtime.

20-7. Apprentices not maintaining a year-end grade point average of 75% may be canceled from the program. If allowed to repeat a school year, failure on the part of the apprentice to pass any individual block of training with a minimum 75% GPA shall result in the apprentice being automatically canceled from the apprenticeship program.

20-8. All apprentices are subject to the "Failed Test Policy" for each year of Related training. Penalties for failing tests are:

- **First failed test - No penalty**
- **Second failed test - 1-month delay in next scheduled up-rate.**
- **Third failed test - "Show Cause" hearing with JATC**

This policy will apply to each academic year during the apprenticeship program.

20-9. Retest scores will have an automatic deduction of fifteen (15) points of the final score. The Committee may waive this deduction if the apprentice shows a written legitimate excuse.

20-10. Vacations will not be scheduled during the related educational school year. Exceptions may be made through the J.A.T.C. or their representative only and only when requested in writing.

20-11. Smoking, eating or drinking will not be allowed during the regular class participation time in any of the classrooms or lab areas. A smoking area will be provided during break time.

20-12. No alcohol, non-prescription drugs or controlled substances will be allowed on school grounds. Violation will result in cancellation from Apprenticeship Program.

20-13. School hours and dates are sent to each apprentice before the school year begins and should be referred to by all apprentices.

20-14. It is the responsibility of each apprentice to be punctual, respectful, attentive, dependable and neat appearing with regard to classroom conduct.

20-15. Tutoring will be available through the Trust Office for apprentices in the program. Tutoring will not be available during the probationary period. Tutors will be paid at the prevailing journey-level wireman rate by the apprentice. Arrangements will be made at the convenience of the tutor.

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- 20-16. Any test missed due to absence of the apprentice may be made up at the convenience of the class instructor and within a one-week period from the date the test was originally administered. Cost of the instructor will be the responsibility of the apprentice taking the test and shall be paid at the instructor wages.

"ON-THE-JOB" TRAINING REQUIREMENTS

ARTICLE 30 - RESPONSIBILITY OF APPRENTICE

- 30-1. Each apprentice shall maintain a regular on-the-job attendance. Unnecessary absences and/or tardiness will not be tolerated. Failure to comply will result in severe disciplinary action by the J.A.T.C.
- 30-2. An apprentice may not refuse a job assignment. If the apprentice does not agree with the job assignment, he/she shall report as assigned, request in writing through the Trust Office an appearance before the J.A.T.C. and continue to work as assigned until removed by J.A.T.C. action or transferred or terminated by the employer. A violation of the above shall be subject to disciplinary action by the J.A.T.C.
- 30-3. An apprentice must sign the out-of-work list no later than the next workday after he/she becomes unemployed.
- 30-4. Apprentices shall perform all the duties and tasks on the job as are associated with the craft and an apprenticeship.
- 30-5. Overtime shall not interfere with scheduled classes of related educational instruction and shall not be detrimental to the health and safety of the apprentices. Overtime hours worked shall be recorded as actual hours worked.
- 30-6. Each apprentice will be solely responsible for maintaining a work record book with copy of the record each month to be turned into the Trust Office by the 10th day of the following month.
- 30-7. Monthly work records not turned in by the 10th day of the following month will result in the next scheduled update being held for thirty (30) days for each offense. Three consecutive offenses will constitute action by the J.A.T.C. for not complying with these Policies and Procedures.
- 30-8. Hours worked, working conditions, overtime, health and welfare, vacation and pension provisions are those agreed to in the Collective Bargaining Agreement currently in effect between the Inland Empire Chapter of the N.E.C.A. and the Local Union #112 of the I.B.E.W.

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- 30-9.** Work habits that include safety violations, sloppy workmanship, negative attitudes or refusal to do or offer help with assigned work will result in apprentice being sent home until he/she appears before the J.A.T.C. at the next regularly monthly meeting for action by J.A.T.C.
- 30-10.** The use of alcoholic beverages, non-prescription drugs or other controlled substances on the job shall be reason for the apprentice to be canceled from the Apprenticeship Program.
- 30-11.** It is the responsibility of the apprentice to be punctual, respectful, attentive, dependable and neat appearing with regard to on-the-job conduct.
- 30-12.** Each apprentice shall provide themselves with the following tools:

Construction Electrician:

Tool Belt and Pouch	1 electrician hammer
2-Pair of Channelocks	Hacksaw Frame
Electrician's knife	600-Volt Pouch-Type Voltage Tester
Pencil	1 Torpedo level
Wire Strippers	1 Pair needle nose Pliers
1-Pair Side Cutting Dikes	Tool Box
1-Pair Side Cutting Pliers	Current NEC book
Awl or center punch	#2 lock recess driver
Seven piece spin tites, up to 1/2"	Allen wrenches, up to 3/8"
Up to 7 screwdrivers	Combination wrenches - 3/8", 7/16", 1/2" & 9/16"
Steel tape, 25 foot or less	Wood rule is optional

Limited Energy:

Knife*	Side Cuts or Flush Cuts
Flashlight*	Hacksaw Fram
Level *	Crescent Wrench
Pencil*	Keyhole Saw
Tape Measure*	Tri-Tap Tool
Needle Nose Pliers*	Impact Tool, (no blades)
Electrician's Scissors	Toner & Inductive Amplifier
Channel Locks*	Set of Allen Wrenches, (not over 3/8")
Slotted Screw Driver*	V.O.M. (Optional)
Phillips Screw Driver*	
Square Driver*	

***Indicates minimal starting tool list for Apprentice/Installer. All Apprentices & Installers shall add to their tools as rapidly as possible until a full set of tools is acquired.**

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Residential Electrician:

Electrician's knife	1 Phillips Wobbly Screwdriver
Pencil	600-Volt Pouch-Type Voltage Tester
Wire Strippers	1 Torpedo level
1-Pair Side Cutting Dikes	1 Pair needle nose Pliers
1-Pair Side Cutting Pliers	Tool Belt and Pouch
Electrician's Hammer	Current NEC book
2 Screwdriver's (not over 8")	Steel Tape, 25' or less
#2 Lock Recess Driver	In addition, a Wooden Rule is OK
1 Straight Wobbly Screwdriver	

TRAINING CENTER

ARTICLE 40 - MAINTENANCE OF TRAINING CENTER

- 40-1. Apprentices shall endeavor to maintain the Training Center in a clean and tidy condition.
- 40-2. Apprentices who are found intentionally damaging or defacing the Training Center will be subject to severe penalties by the J.A.T.C.

ARTICLE 50 - RESPONSIBILITY OF INSTRUCTOR

- 50-1. Records will be maintained by the class instructor recording when an apprentice is in attendance, absent or late in arriving at start of class. The class instructor shall record and notify the Training Director in writing each week of all apprentices absent or late for class.
- 50-2. Instructors will maintain a monthly report containing test results with continuation of average grades for month, attendance and other comments required. This monthly report shall be reviewed by the J.A.T.C. at their regularly monthly meeting for action.
- 50-3. Scheduled class breaks will be at the discretion of the instructor.
- 50-4. Instructors wishing to reschedule a class will notify the J.A.T.C. in advance.
- 50-5. Extra activities scheduled outside regular school hours will be treated as regularly class time, when approved by the J.A.T.C. in advance, through the Trust Office.

C. Complaint and Appeal Procedures:

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All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

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Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days

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- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)
- Reinstatement
- Cancellation and/or

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- Corrections
- 2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
- 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
- 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
- 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
- 6. Hear and adjust all complaints of violations of apprenticeship agreements.
- 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers

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requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.

3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

1. **The Apprenticeship Committee for the Electrical Contracting Industry, hereinafter called the "Apprenticeship Committee", shall be composed of equal members qualified to represent the employers and qualified to represent the employees.**
2. **Members of the Apprenticeship Committee shall be selected by the groups they represent. The term of office shall be for three years. The term of one employer representative and one employee representative to expire each year with vacancies to be filled in the same manner as the original appointments were made. An Apprenticeship Committee member may succeed himself. The Apprenticeship Committee shall select from its membership, but not both from the same group, a chairman and a secretary who shall retain voting privileges.**
3. **Any member of the Apprenticeship Committee may be removed for cause and replaced by proper action on the part of the organization, which he represents.**

Any officer or Apprenticeship Committee member may be removed by the sponsoring organization upon recommendation by majority vote of the Apprenticeship Committee for dereliction of duty or misconduct in office.

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Such a recommendation shall be forwarded in writing to the proper sponsoring organization for action.

4. Consultants may be invited to attend meetings of the Apprenticeship Committee but shall have not official voice or vote.
5. The Apprenticeship Committee may establish or authorize a joint subcommittee to be similarly constituted and selected for training other than apprenticeship.

Quorum: Four (4) members of the committee or subcommittees, two (2) from each of the sponsoring parties shall be a quorum for the transaction of business, but each party shall have the right to cast the full vote of its membership and it shall be conducted as though all were present and voting.

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:
(W. Division, Inland Empire Chpt. Nat'l Electrical Contractors Assn.)

David Chally, Secretary
1715 N Atlantic St
Spokane, WA 99205

Jim Longan
Power City Electric
PO Box 2663
Pasco, WA 99302

Greg Galpin
1715 N Atlantic St
Spokane, WA 99205

Glenn Washam
PO Box 5548
Kennewick, WA 99337

The employee representatives shall be:
(International Brotherhood of Electrical Workers, Local Union #112)

David M. Smith, Chairman
2637 W Albany Street
Kennewick, WA 99336

Mike Goodwin
2637 W Albany Street
Kennewick, WA 99336

Larry Caprai
2637 W Albany Street
Kennewick, WA 99336

Joe Legard
2637 W Albany Street
Kennewick, WA 99336

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XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Dennis Williamson, Training Director
8340 Gage Blvd.
Kennewick, WA 99336**